Introduction

CPDSS was developed to augment the DOD standard staffing tool, Resumix. While Resumix provides an excellent platform by which to identify potentially qualifying candidates, it was not designed to apply ranking criteria against this pool. CPDSS extends the merit staffing capability under modernization by providing the critical utilities Resumix lacks: this system determines if available candidates for a vacancy meet Federal merit promotion requirements, rank orders those candidates according to those same requirements, prepares a referral certificate package, and archives the data associated with these actions. CPDSS hosts the complete cycle of merit activity, providing an invaluable tool to the personnel office while offering managers a list of highly qualified candidates from which to select.

In establishing CPDSS, an employee's history experience database must be created from the DCPDS Legacy 'CE' file. The history file is established at the time a base is converted from legacy to modernization, and is a critical first step in establishing the CPDSS environment. This movement of data between legacy and modernization is transparent to the end user.

To maintain the currency of the experience history file, a 'trigger' mechanism has been created to monitor activity taken against the employee in the Oracle HR environment. When key transactions take place against an employee in HR, a 'package' of information is bundled for transmission to CPDSS experience history. This data is then laid away inside the employee's history record and becomes available to CPDSS to use in determining rating and ranking against the candidate. Close monitoring of the HR data structures ensure uninterrupted transmissions.

A new utility allows the user to build and maintain the job analysis package within CPDSS.

CPDSS is needed to establish and tailor selection and ranking processes to aid in the identification of candidates best meeting the needs of the selecting supervisor. To do so, the system will have the following functionality:

- Import data from Oracle HR (if available) and Resumix for each candidate

- Establish an Experience History File for each new employee; allows CPF staff to maintain experience history via easy-to-use update screens

- Provide secure environment in which to view candidate's personnel data (data from Resumix, Oracle HR, and experience history)

- Provide a secure environment to store and review specialized data, such as career program data (interview and Behavioral Inventory questionnaire scores results)

- Calculate Time-In-Grade for each candidate, as appropriate

- Allows for job analysis documentation (part of archive package)

- Provide capability to weight skills to allow for fine-grain distinction between competing candidates

- Job Analysis Promotion Plan Templates (Ranking and Rating Criteria)
- Track candidates to certificates, update Resumix for audit trail
- Apply tie-breaking logic for identically ranked candidates
- Create an Electronic Certificate package
- Prepare a Career Brief
- Allow Web Interface
- Provides for automated DEU processing
- Archive Candidate Referral Roster data

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